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Approved For Release 2002/06/11 : CIA-RDP79-00498A000600110002-1

DD/A Registry

76-6336

DD/S&T-5587-76
20 December 1976

DD/A Registry

File

Security 4-1

STATINTL

MEMORANDUM FOR: Mr. John F. Blake
Deputy Director for Administration

FROM:
Executive Officer, DD/S&T

SUBJECT: FOIA University Type Requests

REFERENCES: F-76-359; F-76-670; F-76-698; F-76-699; F-76-703; F-76-704;
F-76-705; F-76-714; F-76-718; F-76-727; and F-76-729

1. References are identical FOIA requests from universities requesting information on a broad spectrum of contacts with the university, its students, and personnel. These requests are causing an undue burden on the Agency FOIA system. We are experiencing a difficult manpower resource overload. We consider these requests as harassment to the Agency and we expect that many more such requests will be received in the immediate future. We cannot staff personnel to handle "peaks and valleys" of FOIA requests. With regard to the current onslaught of university requests and those expected to follow, we request that action be taken to handle these requests in some systematic manner. At present the IP Staff is requesting all information applicable to each request with the understanding that once all the directorates have replied, a decision will be made as to whether the request will be "denied or Glomarized." Such action by the IPS places an overwhelming task and a large expenditure of manpower on our offices which in the end may not be used in response to the requester or for which the requester does not compensate the Agency.

2. DD/S&T files are not organized by university name. To conduct a search some of our offices use corporate memory for leads to files, which is unreliable at best; this is combined with a page-by-page review of current and closed contracts to include those which may have bid on a contract and was not selected; a page-by-page review of present and past consultants; and a page-by-page review of possible memorandums of conversation with university personnel. We feel that these searches constitute "unreasonable search" and need not be done under the law requiring "reasonable search."

3. We believe that if OGC cannot provide guidance for some relief in handling reference type requests, then we propose that a systematic procedure be adopted that would greatly assist our offices. The procedure we suggest would require the action IP Staff officer, before such requests

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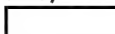
SUBJECT: FOIA University Type Requests

are sent to the directorates for action, obtain from the Office of Logistics a listing of current and past contracts with a particular requester, also obtain from the Office of Personnel information on any consultants, and finally obtain from Office of Security information on the requester as to clearances for contact. If the above information is supplied to our offices, valuable time would be saved by leading the offices to specific files, projects, and probably specific individuals who may have documents or information. Such a procedure would alert our offices to the fact that they may or may not have had some relationship with a requester (university).

4. Our office FOIA personnel would be glad to meet with your personnel, OGC, and others to review the problems reference requests are causing and assist in establishing the above procedure or some other systematic method of response.

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cc - C/IPS
cc - ExecSec/IRC
cc - OGC 

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